



Now Accepting Applications for
Information Technology Administrator
full-time

Annual Salary Range
\$ 88,188 – \$ 109,872
plus full benefits, including CalPERS Pension



Filing Deadline: January 19, 2021 at 5:00 p.m. or first 100 applications (whichever occurs first)

Applications MUST be submitted online at www.GovernmentJobs.com

The City of San Pablo is seeking a responsible candidate to provide highly responsible complex technical work in the operation of computerized systems; perform the most complex hardware and software installation, maintenance, troubleshooting, and support, hardware applications research and implementation; develop and implement computer network systems; maintain telecommunications systems; provide training and resolving computer and other major office equipment problems; perform related duties as required.

About the position: In addition to the great salary and benefits, including a four-day work week the incumbent will serve as a member of the Information Technology Department. The incumbent of this position reports to the Information Technology Manager, and will play a critical role in implementing the City's network system technology components and initiatives. Under general supervision, the incumbent will perform complex technical work involving systems analysis, database management, telecommunications management, and monitoring day-to-day computer operations.

For additional information about the position, see the [Job Description page](#) of the City's website.

Experience and Training: An ideal candidate must have demonstrated expertise in designing, installing, and helping to maintain complex multi-site network systems with routers, switches, and firewalls, and systems administration including storage, VMware virtualization and Windows servers. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: three (3) years of responsible professional information technology systems experience and equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, information technology systems, or a related field.

Required license and certificate: Possession of, or ability to obtain, a valid California driver's license. Possession of credentials in one of the following areas: Microsoft Certified Solutions Associate (MCSA), Microsoft Certified Solutions Expert (MCSE) or Cisco Certified Network Associate (CCNA) or equivalent.

Benefits: The City provides an excellent benefits package including medical, dental, paid vacation and holidays, life & disability insurance as well as CalPERS retirement pension. Please see the [Benefits page](#) of the City's website for details.

How to apply: Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com by the date and time listed. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Recruitment timeline: Although dates may change we suggest planning your calendar accordingly, as these are currently the only interview dates. First Interview the week of: **February 8, 2020**. Estimated Start: **middle-to-end of March 2021**.

Background investigation and Pre-employment medical examination: Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which may include a TB test. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your

request (medical documentation must be provided upon request). Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

Please respond in detail to the questions below, as they will be used as a screening criteria. Applications without detailed supplemental questions will not be considered. Questions are due with the submission of the application.

1. Do you have possession of credentials in one of the following areas: Microsoft Certified Solutions Associate (MCSA), Microsoft Certified Solutions Expert (MCSE) or Cisco Certified Network Associate (CCNA) or equivalent? (Yes/No)
2. If yes, please list the credentials in greater detail, with credential number and month and year in which the credential(s) was earned
3. Discuss a specific experience where you demonstrated leadership and initiative and technical expertise in successfully implementing a complex technology project or solution.
4. Discuss a specific experience you have had that demonstrates your ability to handle multiple complex projects simultaneously. Please explain what you did to lead each project to a successful completion within project deadlines.